

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 10-404

PACIFIC AIR FORCES COMMAND

Supplement 1

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Operations

**BASE SUPPORT AND EXPEDITIONARY SITE
PLANNING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement to AFI 10-404, *Base Support and Expeditionary Site Planning*, outlines Pacific Air Forces unit and tenant unit responsibilities and further clarifies the preparation of base support plans (BSPs), and expeditionary site plans (ESP) within PACAF. This supplement does not apply to Air National Guard (ANG), the Air Force Reserve Command (AFRC), units and members.

SUMMARY OF REVISIONS

A complete review of this document is required. It changed from a PACAF instruction to a supplement.

AFI 10-404, 26 November 2001, is supplemented as follows:

2.1.1.1. (Added) See **Attachment 48 (Added)**, this supplement, for HQ PACAF office of primary responsibility (OPR) for each chapter.

2.4.6. (Added) The Directorate of Plans and Programs, HQ PACAF/XPX is the PACAF Staff focal point for operations plans (deliberate planning) and prepares directives to support base support planning.

2.4.7. (Added) The Directorate of Personnel (HQ PACAF/DP) provides policy and direction on the personnel and accountability measures associated with Noncombatant Evacuation Operation (NEO). The Directorate of Personnel provides policy and direction on the READY program.

2.5.3.1. (Added) BSPs are required at the following locations, Atsugi NAS, Diego Garcia NAS, all Korean COBs, Wake Island AAF, and other locations as directed by HQ PACAF. Additionally, BSPs are required at non-USAF locations within the component's AOR where 500 or more Air Force personnel beddown, otherwise paragraph 2.5.3. in AFI 10-404 applies.

2.5.4.1. (Added) NAFs will forward commander approved NAF BSP LIMFAC Report to HQ PACAF/LGX within 30 days after receipt of wing LIMFAC reports. NAF BSP LIMFAC Reports will include all wing, COB, FOL, and GSU LIMFACs.

2.5.4.2. (Added) NAFs will also review the LIMFAC to determine Wartime Host Nation Support (WHNS). WHNS related LIMFACs should be resolved through the wartime HNS program and worked through the NAF/LGX and unified command. When a NAF determines an issue/LIMFAC can be resolved through WHNS, they will work with the unit and the PACAF functional planner to provide information necessary to obtain the WHNS.

2.5.6. (Added) 607 ASUS is responsible for the Korea Collocated Operating Base (COB) BSP and will develop and manage the COBs on the same basis as those of the Main Operating Bases (MOBs).

2.5.7. (Added) Both the 5AF and 13AF are responsible for BSP development and maintenance, on the same basis as the MOBs, for non-USAF elements, joint service, and forward operating locations within their AOR, or as directed by HQ PACAF or higher authority.

2.5.8. (Added) 5AF is responsible for the development of Bilateral Base Support plans at Japan Air Self Defense Force Bases.

2.5.9. (Added) 11AF is responsible for the development of FOL BSPs within their AOR.

2.8.1. (Added) All PACAF MOBs, COBs, Det 1-13 AF/A4, and 497 CTS will develop a BSP Part One. They will also develop a BSP Part Two for each PACAF MOB, COB, or designated non-USAF location to meet specified OPLAN/CONPLAN tasks or as directed by HQ PACAF. 13 AF will develop a Part 2 for Diego Garcia NAS and Wake Island AAF to meet its OPLAN requirements. In addition, those bases identified in an OPLAN/CONPLAN as having a support role in the evacuation and/or administration of non-combatants will develop a Part 2 to support NEO.

2.9.2.1. (Added) Consolidated Wing BSP LIMFAC reports are due to their respective NAF, with a copy to HQ PACAF/LGX 90 days after receipt of a new or updated TPFDD, or as directed by HQ PACAF. Ensure coordination of LIMFACs to the NAF and PACAF functional planner before submitting the formal consolidated report to your respective NAF.

2.9.2.2. (Added) Wings will monitor base conditions and validate (e.g., a new LIMFAC develops, a LIMFAC becomes invalid, outdated, etc.) reported LIMFACs in concert with a BSPC meeting. Submit updates to your respective NAF who in turn, will forward to HQ PACAF/LGX after NAF/CC review and approval.

2.9.2.3. (Added) LIMFACs should concentrate on wartime or contingency operations. Identifying a LIMFAC is a subjective determination made by the unit commander or the functional planner. It is important to exhaust all efforts in finding all possible options or alternatives before reporting an issue as a LIMFAC.

2.9.2.4. (Added) To ensure resolution to problems receive the appropriate level and emphasis, units must be specific in their reports. For example, if there is a shortage of a particular vehicle, such as R-9s, do not report a shortage of vehicles. Report a shortage of R-9s and be specific as to the impact on mission accomplishment (sortie rate, refueling capability to support incoming forces, etc.). Do not lump several problems together, since different functional areas may work different parts of a LIMFAC. Ensure problems that require construction, additional funds, storage space, etc., are addressed in the POM budget submissions, Civil Engineer construction projects, etc.

2.9.2.5. (Added) Status of Resources and Training System (SORTS) LIMFACs should not be included in the base's BSP LIMFAC report.

2.9.2.6. (Added) Use the administrative guidance in attachment 44 to report LIMFACs.

2.9.5.1. (Added) When determining whom to invite for the site survey or refinement conference, consider the following:

2.9.5.1.1. (Added) Budget available.

2.9.5.1.2. (Added) Which planning document(s) (WAA, TPFDD, and OPLAN) has changes and what impact the new planning document(s) has on the current BSP Part Two.

2.9.5.1.3. (Added) Which chapters in the BSP require the most input from deploying units?

2.9.5.1.4. (Added) Make all efforts to invite and fund for those organizations where the base would benefit the most in refining their Part 2. For example, it may be more beneficial to invite the civil engineering units to help plan the build up of tent city, or invite the security forces to improve resource protection planning. The BSPC should decide who attends and when the BSP refinement conference should take place.

2.9.5.1.5. (Added) BSP refinement conferences may use suggested team composition shown in AFI 10-404, figure 5.1, to assist in updating the BSP Part Two. BSP funding for site surveys or refinement conferences may affect the size and composition of the team. The organization funding the site survey will have final authority on team composition.

2.9.5.1.6. (Added) Units that conduct a BSP refinement conference will complete their updates and publish an approved BSP Part Two 90 days after conference completion.

2.9.9. (Added) Provide HQ PACAF/LGX status of BSP/ESP activity on a quarterly basis (15 Jan, 15 Apr, 15 Jul, 15 Oct). Use the format in AFI 10-404, Figure 2.1.

2.10.1. (Added) NAF/CV will chair the BSPC for those NAFs responsible for developing BSPs.

2.12.1. (Added) PACAF Installations will conduct local reception and beddown exercises no less than twice a year. 7 AF COBs will conduct reception and beddown exercises as appropriate during scheduled JCS exercises.

3.2.1. (Added) HQ PACAF/XPX will announce the most current TPFDD to all units. The announcement will cite the TPFDD plan ID database in JOPES from which the TPFDD may be extracted. When HQ PACAF/XPX has announced the TPFDD ID or distributed the TPFDD to the wing/groups, the host wing or group plans function will ensure distribution of the TPFDDs to the appropriate functional managers at that level.

3.3.1.1. (Added) BSP concerns may necessitate meetings that are more frequent. Wing/NAF logistics plans functions will publish minutes and ensure copies are provided to all base agencies, attendees, NAF, HQ PACAF/LGX and, as appropriate, other higher headquarter offices.

3.7.1. (Added) 13 AF/CV is approving authority for BSPs developed and managed by 13 AF/A4.

3.7.2. (Added) 5 AF/CV is approving authority for BSPs developed and managed by 605 ASUS/LGX.

3.7.3. (Added) 7AF/CV is approving authority for COB BSPs.

3.7.4. (Added) 11AF/CV is approving authority for BSPs developed and managed by 611 ASUS/LGX.

4.3.1. (Added) Units will utilize the “Miscellaneous Notes” section of “General Site Information” chapter to show Wing Commander approval and approval date. Below are recommended format:

Installation Name BSP 10-404 Part 1 Date	Installation Name BSP 10-404, Part 2 (NNNN) Date
Approved By:	Approved By:
Jay Q. Public, Brig Gen, USAF Commander, ## WG	Jay Q. Public, Brig Gen, USAF Commander, ## WG

4.3.2. (Added) As STEP can be used to update installation information on the EKB at anytime, it is critical for all BSP/ESP chapter POC's to document when information contained in a STEP chapter is changed, reviewed, and validated. Units will utilize the “Miscellaneous Notes” section in each chapter to show when chapter information is changed and when the chapter information is reviewed and validated. For changes, units will include as a minimum date of change, who input the change, and brief description of what changed. For reviews and validations, units will include as a minimum date of review/validation, identification of the reviewer (name, rank, title, office symbol, DSN phone number), and certification by squadron or group commander to include name, rank, title (as determined by local coordination requirements).

Attachment 2, Chapter 1, Part 1:

1.1.2. It is assumed for all command relations diagrams showing wing subordinate units (e.g., groups, squadrons) that both the ADCON and OPCON/TACON lines of command to subordinate units run through the wing commander. Hence, there is no need to draw separate ADCON and OPCON/TACON lines below the wing commander level except for the exceptional case where ADCON or OPCON/TACON authority over a subordinate unit does not pass through the wing commander. Command lines to tenant units (i.e., those with either an ADCON or OPCON/TACON relation to the host wing) should also be depicted, either in conjunction with the wing diagram, or separately in a different diagram.

1.3. Wing commanders are responsible for determining the organizational structure of their subordinate forces based on guidance in AFDD-2, Organization and Employment of Aerospace Power. Consideration should be given to identifying specific units for assigning/attaching personnel in all inbound UTCs. A detailed organizational schematic of the wing structure (i.e., including subordinate groups and squadrons) will streamline reception and integration of inbound forces, and will assist responsible MAJCOMS in publishing G-Series orders to establish the expeditionary units at execution. It is assumed for all command relations diagrams showing wing subordinate units (e.g., groups, squadrons) that both the ADCON and OPCON/TACON lines to subordinate units run through the wing commander. Hence, there is no need to draw separate ADCON and OPCON/TACON lines below the wing commander level except for the exceptional case where ADCON or OPCON/TACON authority over a subordinate unit does not pass through the wing commander. Command lines to tenant units (i.e., those with neither an ADCON or

OPCON/TACON relation to the host wing) should also be depicted, either in conjunction with the wing diagram, or separately in a different diagram.

Attachment 7, Chapter 6, Part 1:

6.1. Regardless of OPLAN tasking, any base may be tasked for reception requirements, e.g., natural disasters, humanitarian relief, etc. Therefore, all bases will include reception responsibilities and procedures.

Attachment 11, Chapter 10, Part 1:

10.3.1. (Added) Identify availability of key/critical automated information systems (AIS) capabilities or systems. Include location(s) and number of terminals/access points, alternate processing locations, key personnel to contact for support, availability of disaster recovery plans, etc.

Attachment 11, Chapter 10, Part 2:

10.12. Specify additional communication and information requirements beyond capabilities identified in Part 1 including radios, frequencies, telephones (secure and unsecure), AIS capabilities or systems, networking capabilities, computers, etc. Provide installation communications offices with all access point, bandwidth, and infrastructure requirements. Coordinate with installation Communications Office(s) before consolidation of requirements.

10.12.1. (Added) Identify requirements for or access to key/critical AIS capability over and above capabilities described in Part 1. Include all deployable systems and/or technologies being provided by in-coming units. Include location(s) and number of access points if different from Part 1.

10.14. (Added) Contact your operations plans or logistics plans functions and determine OPLAN taskings for all flying operations units at your base. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)).

10.15. (Added) After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the BSPC and inclusion in Chapter 43.

Attachment 12, Chapter 11, Part 2:

11.1.1. (Added) Describe the concept of operations for nuclear, biological, chemical, and conventional (NBCC passive) defense. Identify interface with other base activities and support available for MOB, COBs, other Services and the host nation forces.

11.5.4. (Added) Identify type and quantity of NBC detection and decontamination equipment required and available by type, nomenclature. Include in-place and in-coming assets. Ensure planning recognizes the arrival date(s) of in-coming equipment and that the possibilities exist for TPFDD delays and/or incomplete equipment packages. Identify special training required to operate equipment listed here.

11.5.5. (Added) Identify procedures for providing replacement clothing and individual protective equipment to casualties being returned to duty.

11.7.3. (Added) Describe responsibilities for in-place and in-coming Civil Engineer readiness personnel including force integration, beddown, and additional resources necessary for their support. Identify special training necessary for operation of in-place equipment. Identify where readiness personnel should report after in-processing.

11.7.4. (Added) Describe operating procedures for NBC cell, SRC, NBC recon teams. Identify, by grade, AFSC and number of personnel required for each area.

11.7.5. (Added) Define area monitoring responsibilities and assignments. Identify locations (on base grid maps and/or 1:50,000 scale map) for placement of automatic detection posts, posting of reconnaissance teams, and lateral support to/from host nation forces.

11.9.3. Include a base grid map to identify the command post, survival recovery center; alternate survival recovery center; contingency support staff and alternate; monitoring areas of responsibility, decontamination facilities and staging areas; emergency operations shelters; NBC shelters; and storage facilities; medical treatment facilities and casualty collection points.

11.9.10. (Added) Ensure all other functional areas identify unit responsibilities for pre/trans attacks, post attack/damage contamination monitoring, medical function, decontamination and shelter management.

11.18.7. (Added) List shelter assignments by unit, building number, street address, capacity, and owning organization. Include shelter-stocking procedures. Identify which facilities have a collective protection capability, and specify the availability of trapped water, food, medical items (as defined by the senior medical officer assigned), communications equipment and systems, spare batteries, emergency lighting, extra clothing, individual protective equipment, bedding supplies, recreational supplies, mops, buckets, vacuum cleaners, etc., necessary for shelter operations by type, quantity required and availability. Identify the CCA concept of operations (filtered TFA, open air, etc.).

11.21.3. (Added) Identify location/phone numbers, points of contact of host nation NBC control center, SRC, and NBC detection/decontamination points.

11.22. (Added) After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the BSPC and inclusion in Chapter 43.

Attachment 20, Chapter 19, Part 1:

19.1.1. (Added) Identify location and capabilities of nearest petroleum quality laboratory.

19.2.1. (Added) Identify local sources for tires, batteries, filter elements, hoses, strainers, etc.

19.4.1. (Added) Identify/List host nation fuels quality assurance procedures, equipment, and grade specifications.

19.6.4. (Added) If near a seaport, obtain draft and tidal condition information.

19.15. Describe cryogenics capabilities, requirements, and procedures to include purity standards used quality control and assurance procedures, and points of contact.

Attachment 26, Chapter 25, Part 1:

25.5.1. (Added) Further guidance on the development of munitions BSP chapters is included in AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*.

Attachment 27, Chapter 26, Part 2:

26.17. (Added) In a tab to this chapter, provide a summary of READY taskings by base units. The READY Review Board approves/disapproves validated requirements and fill shortages IAW AFI 10-217.

Attachment 35, Chapter 34

The Chief of Contracting prepares this chapter, except in Korea, where Seventh Air Force contracting personnel prepare it, in coordination with HQ US Forces Korea, Assistant Chief of Staff Acquisition Management and the United States Army Contracting Command Korea (USACCK).

Attachment 36, Chapter 35, Part 2:

35.6.4. (Added) Identify supporting Operational Weather Squadron, contact numbers and NIPRNET/SIPRNET URLs. Identify and coordinate any mission unique support requirements that the Operational Weather Squadron will need to generate weather products to support the mission.

Attachment 48 (Added)**PACAF FUNCTIONAL OPRS**

Chapter 1	Command Relationships	OPR: HQ PACAF/XPXX
Chapter 2	In-Place Forces	OPR: HQ PACAF/XPXX
Chapter 3	Transiting/Employing Forces	OPR: HQ PACAF/LGXX
Chapter 4	Preconflict Measures	OPR: HQ PACAF/LGXX
Chapter 5	Execution Checklist	OPR: HQ PACAF/LGXX
Chapter 6	Reception	OPR: HQ PACAF/LGXX
Chapter 7	Airfield Operations	OPR: HQ PACAF/DOY
Chapter 8	Airfield Loading/Parking Plan	OPR: HQ PACAF/DOY
Chapter 9	NEO/Safe Haven/Repatriation Operations	OPR: HQ PACAF/DPAX
Chapter 10	Flying Operations	OPR: HQ PACAF/DOXO
Chapter 11	NBCC Defense Operations	OPR: HQ PACAF/CEXO
Chapter 12	Fire Protection	OPR: HQ PACAF/CEXO
Chapter 13	Explosive Ordnance Disposal	OPR: HQ PACAF/CEXO
Chapter 14	Civil Engineering	OPR: HQ PACAF/CEXX
Chapter 15	Services	OPR: HQ PACAF/SVXP
Chapter 16	Medical	OPR: HQ PACAF/SGX
Chapter 17	Intelligence	OPR: HQ PACAF/INXX
Chapter 18	Supply	OPR: HQ PACAF/LGRRC
Chapter 19	POL	OPR: HQ PACAF/LGRF
Chapter 20	Transportation	OPR: HQ PACAF/LGRRC
Chapter 21	Air Mobility Operations	OPR: HQ AMC/LGX
Chapter 22	War Reserve Materiel	OPR: HQ PACAF/LGXW
Chapter 23	Support Agreements/Host Nation Support	OPR: HQ PACAF/LGXP
Chapter 24	Maintenance	OPR: HQ PACAF/LGMMR
Chapter 25	Munitions	OPR: HQ PACAF/LGWX
Chapter 26	Military and Civilian Personnel Office	OPR: HQ PACAF/DPAX
Chapter 27	Manpower and Organization	OPR: HQ PACAF/XPMRX
Chapter 28	Communications and Information	OPR: HQ PACAF/SCC
Chapter 29	Postal	OPR: HQ PACAF/AIRPS
Chapter 30	Command and Control Systems	OPR: HQ PACAF/SCC
Chapter 31	Force Protection	OPR: HQ PACAF/SFXX
Chapter 32	Operations Security and Tactical Deception	OPR: HQ PACAF/DOIO

Chapter 33	Financial Management/Comptroller	OPR: HQ PACAF/FMFF
Chapter 34	Contracting	OPR: HQ PACAF/ALOC
Chapter 35	Weather	OPR: HQ PACAF/DOWX
Chapter 36	Public Affairs	OPR: HQ PACAF/PAX
Chapter 37	Historian	OPR: HQ PACAF/HO
Chapter 38	Legal	OPR: HQ PACAF/JAO
Chapter 39	Chaplain	OPR: HQ PACAF/HCP
Chapter 40	Safety	OPR: HQ PACAF/SEW
Chapter 41	Office of Special Investigations	OPR: AF AFOSI
Chapter 42	Reserved	
Chapter 43	LIMFACS	OPR: HQ PACAF/LGXX
Chapter 44	Maps	OPR: HQ PACAF/CEXX
Chapter 45	Combat Logistics Support Squadrons	OPR: HQ AFMC/LGXC

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